

CIRCUIT COURT FOR BALTIMORE CITY

ADMINISTRATIVE ASSISTANT

The Circuit Court for Baltimore City seeks an experienced applicant for the position of Administrative Assistant for its Adoption and Custody Unit.

The qualified candidate will serve as the Administrative Assistant to the Manager of the Unit. Duties include managing multiple tasks including typing of lengthy custody reports, scheduling of all appointments for clients, ordering supplies, answering telephone inquiries, interacting with clientele, and maintaining a referral binder. The applicant will also be responsible for maintaining the office's Master calendar, utilizing word processing applications including Microsoft Office and Lotus Notes and other duties as assigned. Responsible for office equipment including ordering of supplies and repair orders. The Candidate must possess a professional appearance, be organized, detail oriented and have excellent writing and verbal communication skills. The candidate must have the ability to work with minimal supervision, maintain confidentiality; work with diverse populations.

Minimum Qualifications:

Must work well independently and exercise discretion and individual judgment in complex situations;
Must have good attendance record and be reliable;
Must have a High School Diploma or G.E.D.;
Must have strong typing skills;
Must possess a proficient knowledge of grammar, spelling, punctuation and vocabulary;
Minimum of five years experience as a secretary or administrative assistant;
Excel knowledge a plus.

Compensation:

This is a full-time temporary position with no benefits. The hourly salary is \$21.57 per hour.

To Apply:

Please submit a cover letter and resume by Friday, July 1, 2016 to:

Deanna E. Whittington, MS
Circuit Court for Baltimore City
Adoption and Custody Unit
111 N. Calvert Street, Room 302
Baltimore, Maryland 21201
(Please, no telephone calls or email responses)
www.baltimorecity.gov
TTY 396-4930

NON-CLASSIFIED POSITION

AN EQUAL OPPORTUNITY EMPLOYER